



House Building Finance Company Limited

REQUEST FOR QUOTATION (Work and Services)

RFQ Reference No.	HBFC/HOK/GSD/RFQ/16
Description	Audit of Fund Accounts i.e HBFC Social Welfare Fund, (HBFC Gratuity Fund and Contributory HBFC Provident Fund Scheme-2016) for the year-2019.
Date of Issue	April 29, 2020
Date of Submission of Quotations	May 4, 2020 before 11:00am
Place of Delivery	Head Office: 3 rd Floor, Finance & Trade Center, Shahrah-e-Faisal, Karachi.
Contact Person & Telephone	Mr. Muhammad Asif

S. No.	Item Specification / Description	Job	Remarks
1	<p>Audit of Fund Accounts i.e HBFC Social Welfare Fund, (HBFC Gratuity Fund and Contributory HBFC Provident Fund Scheme-2016) for the year-2019</p> <p>Scope of Work Audit of the financial statements of House Building Finance Company Limited for the year ended for the purpose of expressing an opinion as to whether the financial statement give a true and fair view of the financial position of House Building Finance Company Limited as at in accordance with generally accepted accounting principles, prescribed accounting policies and standards as applicable in Pakistan.</p> <p>Responsibility for the fair presentation of the financial statements in accordance with the generally accepted accounting principles, prescribed policies and International Accounting Standards as applicable in Pakistan.</p>	01	

General Terms & Conditions:

1. Sales and Income tax registration number must be provided and written on the quotation.
2. Payment will be made through Crossed Cheque/Pay Order after the receipt of the bill/invoice and completion of above assignment.
3. Tax will be paid on applicable services only as per relevant authorities requirements.
4. Penalty @ 5% per month on actual cost will be imposed on delay completion/delivery.
5. The rate/items cost will be final and no change whatsoever will be accepted.
6. Government tax (es) levi (es) and charge (es) will be charged at actual as per rules.
7. HBFC reserves the right to change/alter/remove any item or article or reduce/enhance quantity before the award of Work Order, as per PPRA Rules.
8. Invoice should be submitted to General Services Department, Head Office, Karachi.
9. No advance shall be paid. 100% payment will be made after successful completion of assignment
10. No subletting in any case/item/form will be allowed.

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Manager Procurement - GSD